☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

Approved For Release 2006/01/10 : CIA-RDP76-00561R000100040149-7

ROUTING AND RECORD SHEET

DD/M 73-2567

SUBJECT: (Optional)

STAT FROM: [redacted] SAIC, Rm 2E 42, Hqs.

EXTENSION [redacted] NO.

DATE 22 June 1973 STAT

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DD/M&S	29 JUN 1973			1 to 2 -
2. ES/CIA MC	6/29			We can anticipate increasing demand for release of records under the provisions of EO 11652. An orderly, structured approach is more likely to be efficient in response and wise in decision. Subject to the condition that strength will be added only as needed, I recommend approval.
3. DCI				
4. ES/CIA MC				
5. A DD/M&S	30 JUL 1973			STAT [redacted] Robert S. Wattles
6. SAIC - Rm 2E 42				(6) See WEC
7.				NOTE —
8.				Per M-D's persuasion I say ok to start as a unit but let's retain the number involved to about 5 slots instead the 15 suggested here
9.				
10.				
11.				
12.				
13.				
14.				
15.				2 AUG 1973

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FORM 3-62 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

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MEMORANDUM FOR: ADDM+S

Ye Gods - Let's keep it a coordinating office & count on part time consultation from the DD's when needed —

WEC (DATE)
7/27/73

FORM NO. 101 REPLACES FORM 10-101 WHICH MAY BE USED. (47)
1 AUG 54

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DD/M&S 73-2507

Executive Registry
73-3622

29 JUN 1973

MEMORANDUM FOR: Director of Central Intelligence

VIA : Executive Secretary, CIA Management Committee

FROM : Deputy Director for Management and Services

SUBJECT : Proposal for Establishment of a Records Declassification Unit

1. Action Requested: It is requested that authorization be given for the establishment of a records declassification unit (staff, branch, or division) to consist of a chief (GS-15), six intelligence officers (GS-13 through GS-14), three intelligence assistants (GS-07), and a secretary-steno (GS-07). It is further requested that each Directorate be required to detail an experienced officer (GS-13 through GS-15) to two-year rotational assignments to augment the unit's permanent staff. (Initially, the unit will be comprised of only the chief, one intelligence assistant, the secretary, and one or more detailed officers. The other positions will be filled only after sufficient experience has been gained to permit a more accurate projection of the declassification workload and the establishment of meaningful work performance standards.)

The records declassification unit will report to the Special Assistant for Information Control, DDM&S, and will be responsible for responding to ad hoc requests for the declassification and release of Agency records, for systematically reviewing all classified Agency records prior to their attaining 30 years of age, and for clearing manuscripts submitted by other agencies for Agency approval.

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2. Basic Data: Executive Order 11652, Sec. 5(E)(2) requires that classified materials originated before June 1972 be reviewed for possible declassification prior to their becoming 30 years old. EO 11652, Sec. 5(C) and (D) also authorizes members of the public or other agencies of the Federal Government to request the declassification and release of any records, 10 years of age or older, which they can describe accurately enough to permit identification and retrieval.

The Agency, of course, was not founded until 1947, but its declassification jurisdiction extends to the materials produced by predecessor agencies, i. e., COI, OSS, SSU, CIG, and probably also to the records of a few now-defunct World War II organizations which were vested with an intelligence role or function. Much of this material is already 30 years of age, and the remainder is rapidly approaching that threshold. An effort is currently underway to review the OSS records (principally R&A Branch files) deposited at the National Archives by the Department of State. In addition, some progress has been made in declassifying or downgrading OSS and COI materials from the Roosevelt and Truman Presidential Libraries. With regard to the large body of OSS records still held by the Agency, however, the only declassification review which has been accomplished has been incidental to the processing of ad hoc declassification requests.

The OSS-SSU records in Agency custody amount to an estimated 6,675 cubic feet, plus 355 reels of motion picture film. Not all of the total need be reviewed: some records can legally be destroyed, and should be; some of the less sensitive material, e. g., still photography, could be offered to the National Archives; personnel folders are protected from public disclosure by other legislation; duplication exists; etc. Perhaps as much as 4,000 cubic feet will require a declassification review. The Agency Archives' holdings of post-1947 records are obviously incomplete, but it is probable that there will be on the order of 1,000 cubic feet of records per year subject to declassification review as an ongoing operation.

The workload in servicing ad hoc requests for the declassification of 10-year-old or older documents has been unpredictable, but the trend has been toward a steady increase in volume. Under current arrangements, requests for the mandatory review of classified documents are addressed to the Assistant to the Director,

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who, in turn, forwards them to the Special Assistant for Information Control. Receipt of the request is acknowledged, copies of requested documents are obtained, and arrangements are made for their examination. It is occasionally possible for the Special Assistant for Information Control or members of his immediate staff to conduct the declassification review, but, more frequently, it is necessary to farm out the work. Because of the specialized nature of the subject matter, some of the review work will always have to be delegated to other components, and responses will often require coordination with still other units (e. g., OGC). If a special declassification unit were established, however, a larger share of this work could be performed centrally--and probably more effectively--than is possible under a decentralized system. It is envisaged that approximately one man-year of the proposed unit's resources would be devoted each year to this activity.

The records involved (i. e., pre-June 1972 materials) do not automatically become declassified upon reaching their 30th anniversary. Therefore no breaches of security have resulted from the delay in implementing a review program. There is, however, an obligation to conduct a declassification review and further delays will not cause the problem to disappear. It is recommended that a records declassification unit be created, and that it be empowered to act on behalf of the entire Agency in conducting the review of 30-year-old records and in responding to ad hoc requests from members of the public or other Government agencies for the declassification and release of more recent materials. In addition, the unit would be tasked with reviewing such Government publications as the Foreign Relations of the United States, a function heretofore performed by the Agency Historical Staff. (This involves the review of approximately 5,000 pages per year.) A specialized unit, provided with authoritative guidelines for making declassification and downgrading judgments, should be able to accomplish the task more expeditiously, efficiently, and with greater consistency than could be anticipated if the responsibility were to be decentralized--and with less disruption of normal work routines.

A staff of 11 professionals, three intelligence assistants, and one secretary is recommended. The principal duty of the professional officers would, of course, consist of examining records and determining whether they could be declassified or downgraded. Experience indicates that an individual should be able to review from 5 to 24 linear inches of material per day, depending upon the subject matter

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involved. The intelligence assistants would, among other things, be responsible for preparing worksheets (i.e., records of declassification/downgrading decisions), marking documents to reflect their new status, reproducing copies of declassified documents (for final review and possible transfer to the National Archives), and shipping completed batches back to the Agency Archives. The secretary would, in addition to normal office duties, handle the correspondence associated with ad hoc requests and prepare consolidated lists of those documents deemed to require continued protection (for eventual submission to the DCI). Of the 11 professional intelligence officers on the staff, it is recommended that four of them be on two-year rotational assignments, one from each of the Directorates.

The professional positions should be filled by individuals of demonstrated competence, sound judgment, and with a minimum of 10 years' experience with the Agency. They should have a thorough knowledge of the history of the Agency and a strong interest in international affairs and recent world history. They should be individuals who are willing to accept full responsibility for their actions and in whom others can place their confidence. To attract desirable personnel to a never-ending, demanding, and often tedious undertaking, the grade structure should be commensurate to the qualifications and qualities demanded. In selecting personnel, consideration should also be given to the nature of the records scheduled for review; at least one or two OSS veterans should be included in the initial complement, and the collective expertise of the staff should cover as wide a range of Agency record-producing activities as possible. (Additional background material is available in the Office of the Special Assistant for Information Control.)

3. Staff Position: We can anticipate increasing demand for release of records under the provisions of EO 11652. An orderly, structured approach is more likely to be efficient in response and wise in decision. Subject to the condition that strength will be added only as needed, I recommend approval.

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4. Recommendations: It is recommended that the CIA Management Committee approve the creation of a records declassification unit within the Office of the Special Assistant for Information Control and the assignment of the slots as requested; that the Office of Logistics be directed to locate suitable office space, preferably in the Headquarters Building; and that each Directorate be required, at an appropriate time, to nominate qualified candidates for rotational tours with the unit and to make their respective personnel files available to the Special Assistant for Information Control for his review and approval.

STAT

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

APPROVED: 2 August 1973 -- Please see Routing and Record Sheet comments.

DISAPPROVED: _____

Distribution:
Orig - Return to SAIC
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